

Notes from a Neighbourhood Planning ‘Task & Finish Group’ meeting held at 10.00am on 30 September 2019 in Ledbury Town Council offices

Present: Cllr Phillip Howells, Ann Lumb, Nicola Forde

The meeting was held as per minute 58 of the NDP WP meeting of 23rd September during which following three topics were discussed including recommendations to make on NDP working groups for the various activities areas:

- 1. The circulation of a letter to local community organisations/interest groups** – asking for help with the review of the NDP. The list of contacts was agreed, a few email addresses were missing which the Town Clerk agreed to fill in. It was agreed that the letter be sent out by email with a small amendment to the wording by the Town Council, signed by Cllr Phillip Howells as Chair of the Working Party.
- 2. The baseline study ‘interest groups’** - for the Landscape Sensitivity and Capacity Assessment – topics as set out by Carly Tinkler, Landscape Consultant. This purpose of this phase of work will help to understand what the situation is at the moment. Work to be overseen by Carly Tinkler (once formally appointed, but the NDP to make a start in the meantime to get things moving.

Need to identify/approach known ‘experts’ to help with these 7 interest group areas.

Baseline study interest group	Possible volunteer experts
Landscape Character	
Heritage/Landscape History/Cultural Associations	Celia
Ecology/Biodiversity	Ledbury Naturalists
Significant Vegetation	Anne Crane (Tree Warden)
Recreation/Access/Amenity	Nick Fish, Ledbury Sports Federation
Green Infrastructure	
Views & Visual Amenity – including key views for potential policy protection	

3. Landuse Focus Groups – these groups will focus on the future, what is needed and what is wanted to then help formulate a robust settlement boundary and formulate/edit NDP policies. The following topics were identified (with reference to Carly Tinkler’s suggestions) for groups to form around. The list of names includes members of the NDPWP who have already identified topics they are happy to work on at a earlier meeting.

Given the large number of areas (up to 16) suggested by Carly, the task group decided to suggest reducing these to fewer related areas – another 7 in total - and to incorporate a couple of other related

activity groups that had significant functions, since we would be unlikely to find volunteers for all the different groups that had been suggested.

	Landuse focus group	Sub-topics	Initial volunteers
1.	Design Guide:		<i>Paul Neep, Patrick Goode. Nick Morris</i>
2.	Economic activity including:	<i>Agriculture and horticulture Employment Industrial Business development Institutions Commercial Live work units Tourism and visitor attractions Technology</i>	<i>Paul Kinnaird Ian James</i>
3.	Housing/residential needs	<i>Including residential care</i>	<i>Paul and Beverley Kinnaird</i>
4.	Sport, recreation and access		<i>Nick Fish, Phillip Howells</i>
5.	Green infrastructure including:	<i>Footpaths Allotments Water courses Wildlife Habitats, biodiversity and ecosystem services Natural capital Floodplain/flood zones Parks/green spaces/cemeteries etc</i>	<i>Nicola Forde, Ian Fountaine, Phillip Howells</i>
6.	Other essential infrastructure including:	<i>Education Medical/health Energy Transport including the railway station and parking Utilities including energy (inc renewables) and related services Community spaces and facilities</i>	<i>Nick Fish</i>
7.	Consultation and engagement including:	<i>Organising consultation events, the market house layout of work material, publicity, communications strategy, fundraising, budget management, reporting, updating website information</i>	<i>Phillip Howells, Nicola Forde</i>

4. Setting up the Market House for interest and focus groups access and to share evidence base documentation – the Market House layout was reviewed by the Task Group and various ideas on how the space could be laid out for continuous access could be achieved whilst still making the room suitable for use by the various community organisations that use it from time to time.

After some discussion and discussions with the Town Council Office staff, including potential restraints on ongoing use for a display area and how that might cause issues for other users, it was agreed to discuss this again at the next full meeting of the NDPWP

5. Meeting with consultants to discuss future strategy and ways of working – in addition it was agreed that following discussion at the last NDP meeting, Bill Bloxsome and Carly Tinkler be invited to meet with the Steering Group before the next NDP meeting (14 October) in particular to address the desire of the Working Party to focus and shorten the timeline, whilst still producing a robust settlement boundary.

Agreed that following the full Council meeting on Thursday 3rd October Cllr Phillip Howells to contact Carly and Bill to arrange the meeting and get their agreement to share their initial project proposals with each other prior to that meeting. Suggested dates 10 am 7th or 14th October or 8th October 6-8pm.